**How to Use Wiki Instructions**

**To be able to set up your page, YOU MUST be a member of the class wiki. I will have sent you an invitation to join the week before class starts. You need to load your page from the Class home page. If you don’t, you are creating your own page that isn’t linked to the Class site and no one can find it but you.**

**Please use the following format for your username:** **Initial of your first name Last Name** so I can recognize who you are without a code book. (My wiki username is rmeredith for example.) You will also use this name in the file name of assignments. The class page has instructions about how to access your student page and post assignments.

**To set up Your Individual Student Page**

* Click on your name at the bottom of the page
* Click on Edit in top right of page.
* Cut and paste your first entry
* Click save
* Check to see that your entry has been saved

**For your first entry on the home page of your personal page, please tell us something about yourself including what you plan to major in and other interests. If possible, provide a picture of yourself. The discussion section of this personal page will be where you post your entries each week. Please remember to give each report a clear heading and post it before closing.**

**Please also complete the following skills inventory:** Please note that you don’t have to have any experience in any of these areas. I want this information for assigning you to the working groups for class projects. These collaborative learning teams work best if there is a variety of experiences and skills within the group.

1. I have some visual arts background. If yes, Please describe:
2. I have some creative writing background. If yes, Please describe:
3. I have read many different kinds of graphic literature. If yes, Please describe your favorites.
4. I have access to a digital camera and/or color printer.

To post an individual assignment on the discussion tab:

* Click on your name (either on list at the left hand side or in the list of names under the Student Pages heading)
* Click on discussion tab at the top of the page
* Create a title (e.g. Assignment title and date) in the subject box   
  Paste your copied file or type in text into the message box
* Click on Post
* Check to see if it is there

**To post Pictures or Word files:**

* Click on your home page
* Click on Edit
* Click on the import files icon square in the middle of the tool bar at the top
* Import the file or picture
* Click on the file icon or picture
* Your file will appear on the page
* Click on save to make the change permanent

Note: there is a limit on file size. Convert large files to pdf format before attempting to load onto the page.

**To create an external link:**

* Click on your home page
* Click on Edit
* Click on the “link” icon in the middle of the tool bar at the top
* Choose “external link”
* Paste in the full web address for the site you want to link to
* The link should appear on your page
* Click on save to make the change permanent

Submitting written work:

Papers must be sent to me as e-mail attachments to both [rmeredith3@q.com](mailto:rmeredith3@q.com) and [ruthm@unm.edu](mailto:ruthm@unm.edu). Please use the following format for file names: initial of first name last name\_Assignment name (short Research paper, Analytic book report).

Example: **rmeredith\_AH 101 Midterm**